



## **MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS**

**Regular Meeting Minutes**  
**Wednesday, March 3, 2004**  
**4:00 P.M., Room 107**

\*\*\*\*\*

### **I. CALL TO ORDER**

The meeting was called to order by President Deborah Smith at 4:08 p.m.

Also present were Commissioner Floyd DeForest and Civil Service Personnel Director Karen Scholle. Commissioner Ray Murdaugh was absent/excused.

### **II. MINUTES**

There were no additions, deletions, or corrections to the minutes.

**Motion by DeForest, support by Smith to adopt the February 4, 2004 regular Civil Service Commission meeting minutes as written.**

**VOTE: DeForest, yes; Smith, yes. Motion carried.**

### **III. ACTION AGENDA**

#### **A. Unauthorized Absences/No Pay Policy Revision Proposal**

Following discussion concerning the amendments to the original policy, the following action was taken.

**Motion by DeForest, support by Smith, to table this item until the next Civil Service Commission meeting when the whole board can address the issue.**

**VOE: DeForest, yes; Smith, yes. Motion carried.**

#### **B. Job/Salary Reclassification Policy Proposals**

This item was moved to the Action Agenda from the Civil Service Personnel Director's Report. Following review and discussion concerning the two policy proposals, this remains an open item, with the following action taken.

**Motion by Smith, support by DeForest, to draft a letter to the City Manager from the Civil Service Commission inquiring as to the reason(s) for the manager's proposed version versus following the City Charter.**

**VOTE: DeForest, yes; Smith, yes. Motion carried.**

### **IV. CIVIL SERVICE PERSONNEL DIRECTOR'S REPORT**

#### **A. Job/Salary Reclassification Policy**

This item was moved to the action agenda.

#### **B. Background Check Policy**

Policy drafted and upon review with city management, a final proposal will be drafted.

#### **C. Staffing**

Some departments, including Civil Service, are operating at reduced personnel levels. Budget challenges for 2004 are under review, with no proposed action as

yet. A total of four employees are on layoff; one is currently working at a DPW temporary assignment.

**D. 2004 Goal Setting**

The 2004 goal setting session was held on February 27, in conjunction with the City Commission.

**V. STATUS OF RECRUITMENTS**

- A. Assistant City Engineer: Twenty applications on file and under review by DPW managers; no changes to report.
- B. City Seasonals 2004: Advertisement for lifeguards, lifeguard captain, marina aides, park rangers, playground leaders, playground supervisor, and recreation aides appeared in the 02-22-04 help wanted in *The Muskegon Chronicle*. There are 38 applications on file, with more applications coming in daily.
- C. Customer Service Representative I: There are 107 applications on file.
- D. Customer Service Representative II: Sixty-four applications on file.
- E. Fire Battalion Chief: Written test administered on 2/3/04; oral exam preparations in the works.
- F. Firefighter 2004: Seventy-seven applications on file.
- G. Police Officer 2004: There are 151 applications on file for the 2-28-04 deadline.
- H. Water Plant Operator: Sixty-one applications received (3 promotional, 58 open competitive). Written test will be in March.

**VI. APPOINTMENTS**

**A. New Appointments**

**Permanent**

**Seasonal/Part Time**

**B. Promotions:**

**Permanent Employees**

Scott Hemmelsbach, promoted from Firefighter to Fire Inspector, 2/1/04.

**Seasonal/Part Time**

**C. Transfers**

**Permanent Employees**

**Seasonal/Part Time**

**D. Reclassifications**

**Permanent Employees**

Curtis Adams, Acting Fire Inspector, return to Firefighter, 2/1/04.

**Seasonal Employees**

**E. Temporary Assignments**

**Permanent Employees**

Daon Mitchell, Customer Service Representative I from layoff to DPW, 2/16/04.

**Seasonal/Part Time**

**VII. DISCIPLINARY ACTIONS**

**A. Warning Letters**

**Permanent Employees**

Lyle Day, Equipment Operator, Group 1, 1<sup>st</sup> Offense, 1/28/04.

Dennis Pintoski, Leisure Service Maintenance II, Group 1, 1<sup>st</sup> Offense, 2/13/04.

**Seasonal/Part Time**

**B. Suspensions**

**Permanent Employees**

Frank Borgenson, Leisure Service Maintenance II, 1-day suspension, Group 1 violation, 2<sup>nd</sup> offense, 2/13/04.

Jared Halverson, Water Sewer Maintenance Worker, 7-day suspension, Group 1 violation, 4<sup>th</sup> offense, 2/2/04.

Mike Smith, Civil Engineer, 1-day suspension, Group 1 violation, 2<sup>nd</sup> offense, 2/6/04.

**Seasonal/Part Time**

**C. Terminations**

**Permanent Employees**

**Seasonal/Part Time**

**VIII. SEPARATIONS**

**A. Resignations**

**Permanent Employees**

John Allen, Water Plant Operator, 2/27/04

**Seasonal/Part Time**

**B. Job Terminations**

**Permanent Employees**

**Seasonal/Part Time**

**C. Other**

**D. Leave of Absence**

Bernadette Young, Parks Supervisor, Return to Work, 2/02/04.

**Retirements**

**IX. OTHER PERSONNEL ACTIONS**

**A. Certificates of Training Excellence**

**Emergency Vehicle Technician**

David McLouth, Mechanic, 2/16/2004.

**Master Automobile Technician**

David McLouth, Mechanic, 2/16/2004.

**Master Medium/Heavy Truck Technician**

David McLouth, Mechanic, 2/16/2004.

**Nicet Level Two Test Prep**

Major Metcalf, Fire Inspector, 2/10/2004.

**Performance Management Training**

Mohammed Al-Shatel, Deputy DPW Director/City Engineer, 1/16/2004.

Dave Baker, Highway Supervisor, 1/16/2004

Patrice Bice, Administrative Services Supervisor, 1/16/2004.

Joe Buckingham, Highway Supervisor, 1/16/2004.

Dan Cousineau, Water/Sewer Supervisor, 1/16/2004.

Larry DeCou, Cemetery/Forestry Supervisor, 1/16/2004.

Kelly DeFrench, Public Utility Supervisor, 1/16/2004.

Bob Fountain, Special Operations Supervisor, 1/16/2004.

Melissa Haug, Recreation/Marina Supervisor, 1/16/2004.  
Brett Kraley, Equipment Supervisor, 1/16/2004.  
Bob Robles, Revenue/Collections Administrator, 1/16/2004.  
Doug Sayles, Public Work Supervisor, 1/16/2004.  
Karen Scholle, Civil Service Director, 1/16/2004.  
Ric Scott, Director /Leisure Services, 1/16/2004.  
Dave Smith, Public Utility Supervisor, 1/16/2004.  
Bob Veneklasen, Water Plant Supervisor, 1/16/2004.  
Bernadette Young, Parks Supervisor, 1/16/2004.

**B. Letters of Commendation**

Michael Lamsma, Police Officer, letter of appreciation via Chief Kleibecker from Ray Hargett for his timeliness and professionalism on August 7, 2003, following a traffic accident involving his family.

John Workman, Police Captain; Rick Bleich, Police Officer; Jodi Dibble, Police Officer; Steve Irvine, Police Officer; Kevin Stier, Police Officer; Steve Stout, Police Officer; Emilio Trejo, Police Officer, received a letter of appreciation via Chief Kleibecker from Thomas C. Hasper, Chief of Police for the City of Roosevelt Park, for their assistance and professionalism in executing two search warrants.

**C. Reassignment of Duties**

**X. OTHER BUSINESS**

Expenditures for Kelly Services or Manpower temporary office help, none.

**XI. ADJOURNMENT**

With no other business to attend to, the meeting adjourned at 4:35 p.m.

Submitted by,

Karen A. Scholle  
Civil Service Personnel Director

The City will provide necessary appropriate auxiliary aids and services, to individuals with disabilities who want to attend the meeting, upon 24-hour notice to the City of Muskegon. Please contact 933 Terrace Street, Muskegon, MI 49443 or by calling (231) 724-6716 (voice) or (TDD) (231) 724-6773.

(03 04 CSC Minutes)